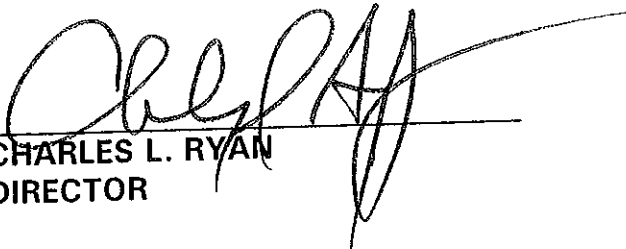
	<p style="text-align: center;"><b>ARIZONA DEPARTMENT OF CORRECTIONS</b></p> <p style="text-align: center;"><b>INMATE NOTIFICATION</b></p>	<p><b>Notification Number:</b></p> <p style="text-align: center;">03-11</p>
<p><b>Issue Date:</b></p> <p style="text-align: center;">January 12, 2011</p>		

**POSTING NOTIFICATION**

This information is to be posted for a **minimum of 30** days in areas accessible to inmates and shall be made available to inmates who do not have access to posted copies. This notification contains changes that are related to inmate issues/concerns only.

**TO ALL INMATES**

Department Order 904, Inmate Religious Activities/Marriage Requests, has been revised and will be effective 30 days from the issue date of this Inmate Notification. As the revisions to this Department Order were extensive, they are not specified in this Inmate Notification. Attached with this Inmate Notification is a copy of the revised Department Order for review purposes only.

  
\_\_\_\_\_  
CHARLES L. RYAN  
DIRECTOR



ARIZONA  
DEPARTMENT  
OF  
CORRECTIONS

CHAPTER: 900

INMATE PROGRAMS AND  
SERVICES

OPR:

DIR  
OPS  
SS

DEPARTMENT ORDER MANUAL

DEPARTMENT ORDER: 904

***INMATE RELIGIOUS  
ACTIVITIES/MARRIAGE  
REQUESTS***

SUPERSEDES:

DO 904 (7/11/05)  
DI 282 (5/23/10)

EFFECTIVE DATE:

FEBRUARY 12, 2011

REPLACEMENT PAGE  
EFFECTIVE DATE:

N/A

## TABLE OF CONTENTS

### PURPOSE

### PROCEDURES

### PAGE

904.01	PASTORAL SERVICES .....	1
904.02	RELIGIOUS PREFERENCES.....	2
904.03	RELIGIOUS ACTIVITIES.....	3
904.04	RELIGIOUS ACCOMMODATIONS .....	5
904.05	RELIGIOUS VISITATION .....	10
904.06	THE RELIGIOUS ADVISORY COMMITTEE .....	11
904.07	MARRIAGE .....	12

DEFINITIONS .....	13
-------------------	----

AUTHORITY .....	14
-----------------	----

### ATTACHMENTS

## PURPOSE

The purpose of this Department Order is to ensure inmates are allowed to participate in religious activities, have access to religious materials, religious diets and other legitimate aspects of their faith and, if approved, may marry in accordance with state law.

## PROCEDURES

### 904.01 PASTORAL SERVICES

- 1.1 The Pastoral Activities Administrator shall:
  - 1.1.1 Directly supervise Senior Chaplains at all institutions.
  - 1.1.2 Make recommendations to the Division Director for Support Services regarding Department-wide religious issues.
  - 1.1.3 Provide verbal and/or written directives for the resolution of issues related to religious publications, diets, articles, apparel, practices and observances.
- 1.2 Wardens and Deputy Wardens shall ensure:
  - 1.2.1 Chaplains and inmates have access to each other.
  - 1.2.2 Staff consults with the Chaplain's office regarding any questionable religious item(s).
    - 1.2.2.1 Chaplains, in consultation with the Warden and the Pastoral Activities Administrator shall make final decisions on whether or not the item(s) are permitted. Inmates may appeal this decision by filing a grievance in accordance with Department Order #803, Inmate Grievances.
- 1.3 At Department-operated institutions, Senior Chaplains shall:
  - 1.3.1 Report directly to the Pastoral Activities Administrator.
  - 1.3.2 Supervise other chaplains within an institution.
  - 1.3.3 Attend Wardens' management meetings as members of the executive staff representing the religious program.
  - 1.3.4 Ensure at least one chaplain is available to attend Deputy Warden unit meetings, upon request.
  - 1.3.5 Ensure appropriate chaplaincy coverage is maintained at each institution, including on Saturdays and Sundays.
  - 1.3.6 Create and manage all religious programs at the institution.
  - 1.3.7 Serve as the contact for all outside religious activities, persons or groups requesting institution admittance for religious purposes.

- 1.3.8 Interact with inmates during their daily activities (e.g., dining, recreation, work) for moral and religious instruction.
- 1.3.9 Meet with inmates in detention or disciplinary isolation as often as possible.
- 1.3.10 Conduct a minimum of two services per month at the assigned institution or unit.
- 1.3.11 Coordinate with Wardens, Deputy Wardens or designees to notify inmates of serious illnesses or deaths in their families.
  - 1.3.11.1 Other Chaplains may assist in the notification process if on duty, but shall not be called back to work to make notifications.

- 1.4 Contract Beds facilities shall conduct 1.3.1 through 1.3.11.1 of this section in accordance with contractual agreements.

## **904.02 RELIGIOUS PREFERENCES**

- 1.1 Inmates shall be given the opportunity to designate religious preferences during their initial intake process. This designation shall be entered on Inmate Orientation DT-06, Form 901-5.
  - 1.1.1 Inmates shall be provided additional opportunities to designate religious preferences after their unit orientation if they did not do so during their initial intake process.
  - 1.1.2 Inmates may designate "none" during either of the processes outlined above.
    - 1.1.2.1 Inmates not designating religious preferences shall not be permitted to request religious privileges, except as outlined below in 1.2 through 1.2.2 of this section.
- 1.2 Inmates may request changes to their religious preference at any time by:
  - 1.2.1 Submitting Inmate Letters, Form 916-1 to Senior Chaplains/Chaplains for processing and distribution.
  - 1.2.2 Providing additional requested information or documentation if within one year of a previous religious preference designation.
- 1.3 Native American Ethnicity - Due to the sacred nature of Sweat Lodges, participation in Sweat Lodge ceremonies requires Native American ethnicity verification.
  - 1.3.1 Prior to the authorization of privileges, inmates not ethnically identified as Native American shall provide verification to their Senior Chaplain/Chaplain. Verification shall include evidence inmates are:
    - 1.3.1.1 Descended from a U.S. Tribe (may have a valid Bureau of Indian Affairs (B.I.A) or Tribal number).
    - 1.3.1.2 Presently a member of a U.S. Indian Community.
    - 1.3.1.3 Duly recognized by a U.S. Indian Community.

1.3.2 Senior Chaplains/Chaplains shall forward inmates' verification information to the Pastoral Activities Administrator for review.

1.3.2.1 Upon confirmation by recognized Native American Leaders, the Pastoral Activities Administrator shall:

1.3.2.1.1 Approve or disapprove inmates' eligibility.

1.3.2.1.2 Notify Senior Chaplains/Chaplains the disposition.

1.3.2.1.3 Enter approved inmates' eligibility information on the Adult Inmate Management System (AIMS).

## **904.03 RELIGIOUS ACTIVITIES**

1.1 Wardens, Deputy Wardens and other Administrators shall ensure staff:

1.1.1 Demonstrate respect of inmates' religious beliefs.

1.1.2 Do not coerce or harass inmates into changing their religious affiliations.

1.1.3 Treat Faith system representatives with equal respect, regardless of their represented faith.

1.2 Wardens, in conjunction with the Pastoral Activities Administrator shall:

1.2.1 Appoint staff members to coordinate religious activities when no Chaplains are assigned.

1.2.2 Designate in each unit at least one appropriate area for religious activities.

1.2.2.1 Designated areas do not need to be solely used for religious activities.

1.2.3 Ensure faith groups' religious symbols are displayed only during religious activities and are removed and stored at all other times.

1.3 Contract Monitors shall ensure Contract Beds facilities provide space for religious activities.

1.4 Religious Publications

1.4.1 Wardens and Deputy Wardens shall ensure institution libraries include religion sections for religious publications.

1.4.1.1 Religious publications are inventoried and managed by librarians in consultation with Senior Chaplains.

1.4.1.2 Publications threatening the safety and security of the institution, e.g., materials that advocate violence, rebellion or blatant prejudice/bigotry against any race or creed shall not be included.

1.4.1.3 Library donations shall become the property of the Department in accordance with Department Order #301, Fiscal Management.

1.4.1.4 No separate, designated religious libraries shall be maintained.

- 1.4.1.5 Some religious material may be maintained in a unit where a Chaplain has an office or in areas designated for religious activity.

## 1.5 Number/Length of Religious Activities or Services

- 1.5.1 The Senior Chaplain/Chaplain, in conjunction with Wardens, shall determine the number of formal religious activities per unit per week following an assessment of the religious needs of the institution/unit. Contract Beds facilities shall conduct activities in accordance with contractual requirements.
- 1.5.2 Regular worship/study opportunities shall be provided for faith groups based on:
  - 1.5.2.1 Inmate requests.
  - 1.5.2.2 Space availability.
  - 1.5.2.3 Time considerations of the monthly religious services calendar.
  - 1.5.2.4 Institutions' safety and security requirements.
  - 1.5.2.5 Availability of a qualified religious leadership.
- 1.5.3 Services assisted with or conducted by volunteers shall be scheduled for a minimum of 90 minutes, unless a shorter duration is requested by volunteers.
- 1.5.4 All group religious services shall end no later than 2000 hours.

## 1.6 Coordination of and Security for Religious Activities

- 1.6.1 Senior Chaplains/Chaplains shall coordinate all religious activities, groups, and individual/group religious volunteers.
- 1.6.2 Wardens and Deputy Wardens shall:
  - 1.6.2.1 Provide the necessary security staffing for religious activities.
  - 1.6.2.2 Ensure assigned security staff does not participate in the activities.

## 1.7 Requests to Conduct Religious Activities

- 1.7.1 Outside religious groups wanting to conduct religious activities in institutions shall submit written requests to Senior Chaplains/Chaplains which include the:
  - 1.7.1.1 Name and contact information of the group.
  - 1.7.1.2 Type of activity.
  - 1.7.1.3 Proposed date and time of the activity.
  - 1.7.1.4 Materials/equipment to be used.
- 1.7.2 Wardens or Deputy Wardens, in consultation with Senior Chaplains/Chaplains shall approve or disapprove requests within five work days of receipt.

- 1.7.3 Senior Chaplains/Chaplains shall advise outside religious groups of the decision in writing, including the reasoning if the request has been disapproved.

## **904.04 RELIGIOUS ACCOMMODATIONS**

### **1.1 Religious Claims**

#### **1.1.1 Wardens or Deputy Wardens shall:**

- 1.1.1.1 Consult with Senior Chaplains, Chaplains or the Pastoral Activities Administrator on the validity of inmates' religious claims.
- 1.1.1.2 Ensure inmates following faith systems requiring having/wearing of religious apparel are accommodated within the compelling interests.
- 1.1.1.3 Ensure inmates are not denied access to religious items or opportunities as part of the sanctions of disciplinary isolation, unless specifically restricted by custody level and security of their housing unit.

- 1.1.2 Senior Chaplains/Chaplains may contact the Pastoral Activities Administrator for clarification on appropriate religious publications and materials, special religious diets or other special requirements inmates' faith systems.

- 1.1.3 Religious items used in the practice of inmates' chosen religions may be authorized provided the items:

- 1.1.3.1 Do not pose a threat to the safe, secure and orderly operation of the institution.
- 1.1.3.2 Are on the list of approved items maintained by Pastoral Activities Administrator that is updated and distributed to all institutions.
- 1.1.3.3 Are capable of being stored collectively within inmates' religious property boxes.
  - 1.1.3.3.1 When not being used in personal or group ceremonies, inmates shall store their approved religious property items in their religious property box.
  - 1.1.3.3.2 Approved religious property requests signed by Senior Chaplains/Chaplains listing all items shall be posted on the outside of their religious box.
  - 1.1.3.3.3 Inmates shall not store non-religious items with approved religious items in their religious property box.
  - 1.1.3.3.4 Inmates storing non-religious items in their religious property box may be subject either of the following disciplinary actions in accordance with Department Order #803, Inmate Disciplinary Procedure - Promoting Prison Contraband (23B) and Resisting or Disobeying a Verbal or Written Order (25B).

- 1.1.4 To purchase religious items, inmates shall submit their requests to Senior Chaplains using Inmate Letters and shall include the following information:

- 1.1.4.1 A description of each item, including each item's size.
- 1.1.4.2 Where each item is available, including each source's name and contact information.
- 1.1.4.3 A complete itemized list of all previously approved religious items currently in their possession.
- 1.1.5 Included with Inmate Letters, inmates shall also provide Senior Chaplains:
  - 1.1.5.1 Completed and signed Inmate Request for Withdrawal, Form 905-1, for the total amount of their orders, including any applicable shipping and handling charges.
  - 1.1.5.2 Completed order forms (can be handmade if the company accepts them) from approved sources.
  - 1.1.5.3 Completed and stamped envelopes addressed to approved sources.
- 1.1.6 Senior Chaplains shall:
  - 1.1.6.1 Verify inmates' religious preferences.
  - 1.1.6.2 Determine if requested items are on the approved items list for inmates' religious preference.
  - 1.1.6.3 Approve or deny requests.
  - 1.1.6.4 Forward the information on requested items not currently approved to the Pastoral Activities Administrator.
    - 1.1.6.4.1 Additions to the approved items list shall be reviewed by the Religious Accommodation Review Committee (RARC).
- 1.1.7 Staff assigned to Inmate Banking shall only accept and process orders for religious items approved by Senior Chaplains.
  - 1.1.7.1 When approved items are unavailable for purchase through approved sources, for example, eagle feathers, Senior Chaplains, in consultation with the Pastoral Activities Administrator, shall determine the method for obtaining the items.
- 1.1.8 Other ceremonial use of religious items is permitted as follows:
  - 1.1.8.1 Smudging material
    - 1.1.8.1.1 Smudging (smoldering herbs) by followers of religious traditions that smudge is permitted, unless specifically restricted by the custody level and security of the unit.
    - 1.1.8.1.2 Locations and times of this activity shall be determined by Senior Chaplains and Deputy Wardens.



1.1.8.2 Sacramental wine

1.1.8.2.1 If permitted by the religious tenets, no more than two ounces shall be allowed for use only by priests, chaplains or religious leaders.

1.1.8.2.2 Inmates shall not partake of sacramental wine.

1.1.8.3 Communion supplies

1.1.8.3.1 Volunteers, pastoral visitors and staff Chaplains may bring in communion supplies for religious ceremonies with prior approval from the Chaplain in consultation with Wardens/Deputy Wardens.

1.1.8.3.2 Only a sufficient supply for participants in scheduled services shall be authorized and any remaining supply shall be taken out of institutions by volunteers/visitors at departure.

1.1.8.3.3 Other requested supplies/items may be authorized for group ceremony by the Senior Chaplain after consultation/approval from the Pastoral Activities Administrator and Wardens/Deputy Wardens.

1.2 Requests for Work Abstinence

1.2.1 Inmates may request to be excused from work on specified holy days, documented as "no-work" days for the religion in question.

1.2.2 Inmates requesting to abstain from work shall remain in their cells or dormitory on the requested days and refrain from recreation activities, phone calls, shopping at the inmate commissary, etc.

1.2.2.1 Inmates may leave their cell or dormitory to accomplish routine institutional practices such as showers and meals when directed by staff.

1.2.3 Requests to observe "no-work" days recurring each week, such as Sundays and Sabbaths

1.2.3.1 These requests shall be submitted in writing to Senior Chaplains.

1.2.3.2 Senior Chaplains shall consult with Wardens/Deputy Wardens or their designees regarding appropriate work assignments prior to approval.

1.2.4 Requests to observe "no-work" days not recurring each week

1.2.4.1 These requests shall be submitted in writing to Senior Chaplains 30 calendar days prior to the day in question.

1.2.4.2 Senior Chaplains shall consult with work supervisors and/or Deputy Wardens or their designees regarding appropriate work assignments prior to approval.

1.2.5 Questions regarding days documented as "no-work" days for a particular religion shall be referred to the Pastoral Activities Administrator for disposition.

### 1.3 Requests for Food Abstinence

- 1.3.1 Inmates requesting and granted approval to refrain from food on designated days or for designated periods, such as Ramadan, shall not be required to turn out for meals and shall not be penalized for failure to take their designated diet.
- 1.3.2 Food abstinence is not mandatory, but may be requested in accordance with provisions for fasting outlined in Department Order #912, Inmate Food Service System.
- 1.3.3 Questions regarding religious fast requests for a particular religion shall be referred to the Pastoral Activities Administrator for a decision.

### 1.4 Special Religious Ceremonies/Property

#### 1.4.1 Sweat Lodges

##### 1.4.1.1 Sweat Lodge ceremonies are:

1.4.1.1.1 Held for the purification of participants.

1.4.1.1.2 Typically three to four hours in length.

1.4.1.1.3 Operated according to a schedule published by Chaplains.

1.4.1.2 Chaplains shall publish a list of approved participants.

1.4.1.3 Sweat Lodge ceremonies shall be held on a weekly basis and may be assisted by Native American spiritual advisors provided wood is available and no security or other operational concerns prohibit this frequency.

1.4.1.3.1 At locations where security requires the presence of advisors to perform the Sweat, ceremonies shall be scheduled when advisors are available.

1.4.1.4 Male participants shall wear shorts covering their genital and buttocks areas.

1.4.1.5 Female participants shall wear shorts, shirts or T-shirts and brassieres.

1.4.1.6 Security staff shall facilitate the lighting of the fire for Sweat Lodge ceremonies.

1.4.1.7 Sweat Lodges shall be located on the grounds of all institutions where a sufficient number of eligible Native American inmates are able to participate in Sweat Lodge ceremonies and inmate requests have been made for a Sweat Lodge.

1.4.1.8 Sweat Lodges shall be constructed in an area approximately 30 by 40 feet under the guidance of an approved Native American advisor. Refer to Attachment B for construction specifics.

1.4.1.9 Sweat Lodge sites and all associated storage areas are subject to search. As Sweat Lodges and fire pits are sacred areas, searches shall be conducted with prior approval from Shift Commanders and appropriate notification of Wardens or Deputy Wardens and Chaplains.

- 1.4.1.10 Sweat Lodge areas shall be kept clean at all times and shall include a secure place to store religious items and materials. Participants shall be responsible for maintaining the site and any authorized ceremonial supplies.
- 1.4.1.11 Sweat Lodge areas may be screened with wooden fences or other material for privacy and respect provided it does not jeopardize security.
- 1.4.2 Multi-faith Gatherings
  - 1.4.2.1 Religious ceremonies may be held on a weekly basis.
  - 1.4.2.2 The details, times and location shall be arranged through Chaplains in consultation with Wardens, Deputy Wardens or Chiefs of Security and shall include religions:
    - 1.4.2.2.1 Not having identified volunteer leadership.
    - 1.4.2.2.2 Not already scheduled for weekly ceremonies.
    - 1.4.2.2.3 Having a sufficient number of inmates making the request for group ceremonies.
- 1.4.3 Smoke Generating Ceremonies
  - 1.4.3.1 Smoke Generating Ceremonies are religious ceremonies involving activities generating smoke, including group and personal smudging and pipe ceremonies.
  - 1.4.3.2 The frequency and details of group ceremonies shall be arranged through Chaplains, in consultation with Wardens, Deputy Wardens or Chiefs of Security.
  - 1.4.3.3 Smoke-generating ceremonies shall only be conducted outdoors.
    - 1.4.3.3.1 Inmates in detention or a Special Management Unit (SMU) shall be allowed to conduct the ceremonies only during their regularly scheduled exercise time in an approved exercise area.
    - 1.4.3.3.2 Personal ceremonies for inmates not on lockdown shall be conducted during an inmates' free time on the open yard at locations authorized by Deputy Wardens or designees.
- 1.4.4 Special Annual Religious Events
  - 1.4.4.1 Special Annual Religious Events are closed religious events limited to inmates with religious preference designations for the religion in question, volunteers and guest performers not on participating inmates' visitation list.
  - 1.4.4.2 These events shall be planned by Chaplains in consultation and with the assistance of outside sponsors and inmate representatives.
  - 1.4.4.3 Wardens or Deputy Wardens shall approve the final selection list of inmate attendees from close and maximum custody units.

- 1.4.4.4 Attachment A of this Department Order provides established guidelines to be followed regarding the authorization and scheduling of events assisted by outside sponsors.

#### 1.4.5 Religious/Ceremonial Property

- 1.4.5.1 All religious property approved by Chaplains or by the Pastoral Activities Administrator shall be inspected by the appropriate security staff prior to introduction into institutions/units.
- 1.4.5.2 All religious property is subject to periodic security inspection and shall be handled with appropriate respect.
- 1.4.5.3 Property authorized as outlined in this Department Order may be kept in the possession of inmates.
  - 1.4.5.3.1 Other approved ceremonial items or supplies, such as ceremonial pipes, drums, musical equipment, and communion supplies, shall be stored in a secure area supervised and inventoried by Chaplains.
- 1.4.5.4 Inmates in detention or a SMU shall not possess items specified in this section, such as smudging supplies, in their cells. Wardens/Deputy Wardens shall designate the items permitted. Items not approved for personal possession in these instances shall be kept in secure areas designated by Wardens or Deputy Wardens. If a supply of these items is available, inmates may be allowed access for the purpose of engaging in personal religious ceremonies. Indigent inmates may use supplies donated for group ceremonies. Chaplains shall manage the distribution of donated supplies.
- 1.4.5.5 Religious symbols or clothing items, including head coverings may be worn openly only during religious ceremonies and at no other time or place. These ceremonies include:
  - 1.4.5.5.1 Approved group religious ceremonies.
  - 1.4.5.5.2 Personal ceremonies in inmates' own living spaces or recreation pens for lockdown inmates.

- 1.4.6 Restroom or port-a-john facilities shall be available for participants of Sweat Lodge ceremonies and special annual religious events. Use of these facilities shall not terminate participation in ceremonies.

#### 1.5 Religious Diets

- 1.5.1 Inmates wanting to observe religious dietary laws shall provide written special diet requests to institutional Chaplains.
- 1.5.2 Religious dietary requests shall be accommodated to the extent practicable within the constraints of budgetary limitations, security and the orderly operation of the institution.
- 1.5.3 Applications for special diets, and processing such requests, shall be in accordance with Department Order #912, Inmate Food Service System and the Food Service Technical Manual.

- 904.05 RELIGIOUS VISITATION** - Wardens and Deputy Wardens shall encourage religious visitation between religious leaders and inmates.
- 1.1 Visits by Religious Leaders
- 1.1.1 Senior Chaplains/Chaplains shall arrange all religious and pastoral visits. Authorization for religious visits may be at the discretion of the Warden or Deputy Warden.
- 1.1.2 Wardens or Deputy Wardens may deny religious visits which may threaten the safety and/or security of the institution.
- 1.1.3 Inmates shall request or consent to visits by accredited ministers or religious leaders prior to visit authorization.
- 1.1.4 Senior Chaplains/Chaplains shall verify the credentials and/or accreditation of the visiting religious leader(s).
- 1.1.4.1 Wardens, Deputy Wardens or Senior Chaplains/Chaplains shall consult with the Pastoral Activities Administrator when there is a question regarding the validity of visiting religious leaders' credentials.
- 1.1.5 After their credentials have been verified, Senior Chaplains/Chaplains shall facilitate pastoral visits including distributing appropriate gate passes.
- 1.1.6 Pastoral visitors shall not be placed on inmates' visitation list.
- 1.2 Emergency Visits - At the discretion of Wardens or Deputy Wardens, emergency religious visits may be permitted based on the severity of the emergency and the safety and/or security of the institution.
- 904.06 THE RELIGIOUS ADVISORY COMMITTEE**
- 1.1 Membership - The Religious Advisory Committee shall consist of representatives of the religious community.
- 1.1.1 Committee members are appointed by the Director and serve at the pleasure of the Director without any monetary compensation from the Department.
- 1.1.2 Senior Chaplains and the Religious Advisory Committee shall recommend new appointments and removals from the Committee.
- 1.2 Identification Cards - Committee members shall be issued appropriate identification cards, as outlined in Department Order #515, Employee Identification System. These identification cards:
- 1.2.1 Allow Committee members to enter any institution when engaged in Committee business.
- 1.2.1.1 Committee members shall have reasonable access to all institution areas. Wardens or Deputy Wardens may require Committee members to be escorted by Department staff and may deny them access during dangerous conditions.
- 1.2.2 Cannot be used to gain access to conduct religious services or visitations unless the member is listed as an active volunteer for the institution served.

**1.3 Committee Member Activities**

- 1.3.1 Institutional Chaplains shall coordinate committee members' activities while they are in the institution.
- 1.3.2 Committee members are authorized, subject to institution scheduling requirements, to talk with staff members and/or inmates.

**1.4 Committee Progress Reports - The Committee shall submit quarterly progress reports and recommendations to the Pastoral Activities Administrator.**

**1.5 Orientation - All Committee members shall receive an orientation in accordance with Department Order #509, Employee Training and Education.**

**904.07 MARRIAGE**

**1.1 Inmates shall obtain a Marriage Application, Form 904-2, from institutional Chaplains and complete Sections I and II of the Marriage Application and return it to the Chaplain they received the form from.**

**1.1.1 Chaplains receiving Marriage Applications shall:**

- 1.1.1.1 Review applications to determine their completeness.
- 1.1.1.2 Return incomplete applications with instructions for proper completion.
- 1.1.1.3 Accept and review completed applications to determine if applying inmates and their prospective spouses meet the eligibility requirements in 1.2.3.1 through 1.2.3.3 of this section.
- 1.1.1.4 Document in the appropriate comments section if the applying inmates or their prospective spouses fail to meet any of the eligibility requirements and forwarding the Marriage Application packet to their Warden or Deputy Warden.
  - 1.1.1.4.1 Inmates at Department institutions may appeal disapprovals of Marriage Applications by writing to the appropriate Regional Operations Director within ten work days after being notified of the disapproval. Inmates' requests to marry other inmates are not appealable.
  - 1.1.1.4.2 Inmates assigned to Contract Beds facilities shall appeal to the Contract Beds Operations Director.
  - 1.1.1.4.3 Decisions made by the Contract Beds Operations Director or the Regional Operations Director shall be final.
  - 1.1.1.4.4 If circumstances have changed, inmates may reapply 60 calendar days from the date the first application was disapproved.

**1.2 Inmate marriages shall be approved and shall remain valid for one year unless withdrawn by Wardens or Deputy Wardens if inmates become ineligible provided:**

- 1.2.1 Marriages are:
  - 1.2.1.1 To a member of opposite sex.
  - 1.2.1.2 To be performed legally.
  - 1.2.1.3 Not a risk to the safe, secure and orderly operation of the Department or jeopardize public safety.
  - 1.2.1.4 Not to another inmate.
- 1.2.2 Both inmates and their prospective spouse are not:
  - 1.2.2.1 Currently married.
  - 1.2.2.2 Mentally incapacitated.
  - 1.2.2.3 Of a blood relation of first cousins or closer.
- 1.2.3 Inmates:
  - 1.2.3.1 Do not have any pending disciplinary charges.
  - 1.2.3.2 Are not confined in detention units, disciplinary isolation or investigative "lock up" detention.
  - 1.2.3.3 Are eligible for visitors at the time of the application through to their marriage ceremony.
- 1.3 Permission to marry does not supersede or change any instructions governing visitation, release procedures, mail and property or phone calls.
  - 1.3.1 Refer to the appropriate Department Order for complete rules and regulations.
- 1.4 If not in the best interests of the community, marriages do not guarantee or mandate inmates will be approved to reside with their new spouse upon transfer from an institution to any release under community supervision.
- 1.5 Whether indigent or not, all inmates applying for marriage applications shall accept full financial responsibility for all marriage process expenses including license fees and ceremony expenses.
- 1.6 In accordance with A.R.S. 25-125, valid marriage ceremonies are conducted in the presence of persons authorized to solemnize marriages.
  - 1.6.1 Telephonic marriages are not authorized.
- 1.7 Chaplains shall coordinate with all parties involved including the Clerk of the Superior Court, security staff, inmates and their prospective spouses to obtain marriage licenses. Copies of marriage licenses shall be attached to Marriage Application packets.
- 1.8 Once Marriage Applications are approved, Chaplains shall coordinate ceremony arrangements including:

- 1.8.1 Ensuring ceremonies are performed by approved clergy or Justices of the Peace to fulfill legal requirements.
- 1.8.2 Inmates, their prospective spouses and two lawfully aged witnesses are present for the ceremony.
- 1.8.3 Inmates are not in special clothing for a marriage ceremony.
- 1.8.4 Photographs are not taken and no other publicity arrangements are made.
- 1.8.5 Rings are not exchanged during the ceremony.

1.8.5.1 Refer to Department Order #909, Inmate Property for additional information on wedding rings.

- 1.9 Inmates marrying in violation of this Department Order may be charged with disobeying a direct order and disciplined for such activity in accordance with Department Order #803, Inmate Disciplinary Procedure.

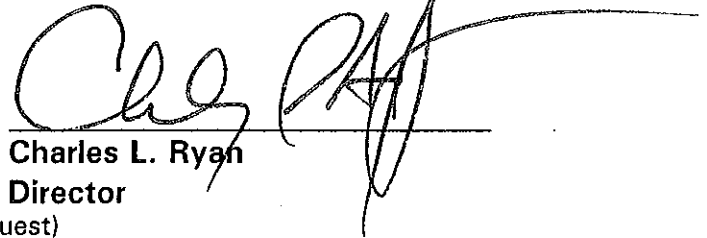
## DEFINITIONS

**ACCREDITED MINISTER/RELIGIOUS LEADER** - An individual representative of a religious group who visits an inmate and is approved to visit by the Senior Chaplain/Chaplain.

**RELIGIOUS ACTIVITY** - Any group service, meeting, study group or other group gathering for approved religious purposes.

**RELIGIOUS VISIT** - A meeting between an accredited minister or religious leader and a specific inmate.

**SENIOR CHAPLAIN** - Designation given to one chaplain who functions as the supervisor of other chaplains in the same institution or private prison, or a chaplain who functions as the only chaplain in an institution or private prison. In accordance with contract requirements, a Contract Beds facility may employ a volunteer as a chaplain.



Charles L. Ryan  
Director

## ATTACHMENTS

- Attachment A - Special Annual Religious Events (Sample Request)
- Attachment B - Native American Sweat Lodge (Construction)

## FORMS LIST

- 904-2, Marriage Application

## AUTHORITY

- A.R.S. 25-125, Marriage Ceremony; Official; Witnesses; Marriage License; Covenant Marriages
- A.R.S. 31-201.01, Duties of the Director; Tort Actions; Medical Treatment Costs; State Immunity; Definitions
- A.R.S. 31-206, Chaplains; Duties; Traditional Native American Religious Practitioners
- A.R.S. 41-1493.01, Free Exercise of Religion Protected
- Religious Land Use and Institutionalized Persons Act of 2000



## Special Annual Religious Events

<b>Purpose:</b>	Annual Intra-faith, community and religious/cultural celebration
<b>Time/Date:</b>	Single day event assisted by outside sponsors which may have morning and afternoon sessions interrupted by count and lunch, where guests depart the facility and inmates return to housing for count.
<b>Location:</b>	Outdoor section of visitation area, weather permitting or other approved location.
<b>Attendance:</b>	<ul style="list-style-type: none"><li>• Authorized inmates with appropriate religious preference designation assigned to the unit where the event is held who are eligible to attend group religious activities.</li><li>• Spiritual leaders and Advisors not on the visiting list of any participating inmate</li></ul>
<b>Agenda:</b>	To be announced at the institution with approval from the Warden, Deputy Warden or Administrator
<b>Supplies:</b>	<p>Supplies/Equipment provided by the institution:</p> <ul style="list-style-type: none"><li>• Chairs</li><li>• Tarp/canopy (for shade for senior citizens)</li><li>• Public address system (optional)</li><li>• Ceremonial items/ supplies available but not personally possessed by inmates (e.g. ceremonial drum and pipe, communion-type supplies, etc.)</li></ul> <p>Supplies/Equipment provided by the inmate:</p> <ul style="list-style-type: none"><li>• Ceremonial supplies approved for personal possession</li></ul> <p>Supplies/Equipment provided by the special guests:</p> <ul style="list-style-type: none"><li>• Musical instruments (contemporary and traditional such as drums, rattles, flutes, keyboards, etc.)</li><li>• Religious Paraphernalia (supplies and religious ceremonial items, all pre-approved, none to be left with the inmates).</li></ul>

# Native American Sweat Lodge

